



Items Needed for CNA/ETP	*Brigade CDR/CSM Authorization Letter	ERB	Orders Assigning SM to Fort Benning	Spouses Assignment Orders	Barracks Termination Letter (If cleared barracks)	Barracks Application Sheet (If no lease)	Lease Agreement/Mortgage Statement (If applicable)	Death Certificate	Divorce Decree	Marriage Certificate	DEERS Enrollment Form (DA Form 1172)	Other Documents
Pregnancy	X	X	X		X	X	X					Pregnancy profile w/EDD
SM Married to SM stationed at FBGA	X	X	X	X	X	X	X			X		
SM married to CIV	X	X	X		X		X			X		
Home ownership	X	X	X				X					
Child custody	X	X	X		X	X	X		X		X	Court Order, school /daycare enrollment
Excessive Household Goods	X	X	X						X			HHG Packing list
Divorced	X	X	X				X					Divorce Decree
Dual SMs stationed apart	X	X	X			X				X		Justification documents
Deceased Spouse	X	X	X				X	X		X		
Reside in barracks longer than 72 hours (w/full BAH)	X	X	X									legal proof, location of family, eviction notice, etc.
<p><i>*Once you have been cleared by your unit rep on your barracks out-processing form, the bottom must be filled out the unit rep. After the form has been completed, it must be taken to your servicing CAC. You will then receive a <b>signed and stamped</b> termination letter generated from eMH.</i></p> <p><i>**You are only required to submit a letter signed by the <u>company commander</u> for packets for pregnancy and Soldiers married to civilians. These two packets are not submitted to the garrison commander's office (entitlements). They are approved on the spot at BLDG 280 and a CNA is issued.</i></p>												